



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5430.26E
OLA
13 September 1995

SECNAV INSTRUCTION 5430.26E

Subj: MISSION, FUNCTIONS, AND RESPONSIBILITIES OF THE OFFICE OF
LEGISLATIVE AFFAIRS

Ref: (a) Title 10, U.S. Code (Section 5014)
(b) SECNAVINST 5430.7L

(A)

1. Purpose. This instruction prescribes the mission, functions, and responsibilities of the Office of Legislative Affairs (OLA).

2. Cancellation. SECNAVINST 5430.26D.

3. Authority and Organization. The Office of Legislative Affairs (OLA) is a Department of the Navy (DON) staff office headed by the Chief of Legislative Affairs (CLA), a staff assistant to the Secretary of the Navy (SECNAV) as prescribed in reference (a). The CLA is assigned the authority and responsibility of discharging the legislative functions and responsibilities prescribed here, subject to the supervision of the Under Secretary of the Navy (UNSECNAV). This authority extends to relationships and transactions with all activities of the DON and other governmental and non-governmental organizations and individuals. Per reference (a), no other office or entity shall be established or designated within the DON to conduct legislative affairs functions, nor shall any element of the DON perform legislative affairs functions except under the direction of the OLA. The CLA is assisted by:

a. A Deputy Chief of Legislative Affairs for Navy (DCLA (N)) Matters who shall serve as the principal assistant to the CLA for Navy matters.

b. A Deputy Chief of Legislative Affairs for Marine Corps (DCLA (MC)) Matters who shall serve as the principal assistant to the CLA for Marine Corps matters. As the CLA will normally be a Navy flag officer, the DCLA(MC) may report directly to SECNAV regarding matters related solely to the Marine Corps. At the same time, the DCLA(MC) is required to keep the CLA informed regarding all independent contacts with UNSECNAV/SECNAV.



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4. Mission. The mission of the OLA is to:

a. Plan, develop, and coordinate relationships between representatives of the DON and Members of Committees of the United States Congress and their staffs, which are necessary in the transaction of the official Government business (except appropriations matters) affecting the DON.

b. Furnish staff support, advice, and assistance to the SECNAV, his civilian executive assistants, and all other principal officials of the Department concerning congressional aspects of the DON policies, plans, and programs (except appropriations matters).

c. Provide all information, assistance, and staff support required by the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) for the proper performance of their duties and responsibilities, which include:

(1) Assistance in preparing and coordinating congressional testimony, briefings, posture statements, policy statements, informational papers, and other matters relating to the provision of information to the Congress.

(2) Assistance in preparing and coordinating legislative proposals, reports, and comments on legislative bills and resolutions, executive orders, and responses to congressional correspondence, and other matters which involve the expression of DON policy on items of congressional interest.

(3) Supporting and hosting congressional visits and travel.

The CNO and the CMC shall have full access to the OLA and the CLA shall ensure that the OLA is completely responsive to their needs for support and assistance.

5. Functions and Responsibilities. In the execution of its missions, the OLA, within the purview of reference (b), and in paragraph 4c, shall (except with reference to appropriations matters):

a. Develop, coordinate, and process DON actions relating to proposed legislation, Executive Orders, and Presidential Proclamations sponsored by or officially referred to Department of the Navy.

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b. Develop, coordinate, and process DON actions relating to congressional investigations and other pertinent matters affecting the relations of the Department with Congress.

c. When authorized by appropriate authority, provide the Members and Committees of Congress with information concerning actions, plans, and programs of the DON which appreciably affect their respective states, districts, and Committee business.

d. Process correspondence from Members in matters of personal interest involving their constituents.

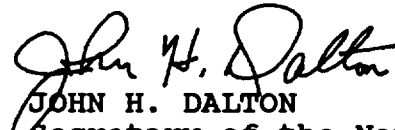
e. Supervise, coordinate, and make arrangements for the presentation of statements, testimony, briefings, and reports to Members and Committees of Congress by military and civilian personnel of the DON.

f. Monitor and evaluate congressional proceedings and other congressional actions affecting the DON. Disseminate pertinent information to appropriate Department of Defense officials and offices.

g. Coordinate the delivery of classified information to the Congress in accordance with prescribed policies.

h. Supervise travel arrangements for such congressional travel as may be undertaken by, or designated an official responsibility of, the DON.

i. Maintain continuous and direct liaison with Congress, the Office of the Secretary of Defense, and other governmental agencies in connection with the above matters.


JOHN H. DALTON
Secretary of the Navy

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